

**Memorandum of the Meeting
Regular Study Session/Meeting
Twenty-Eighth Town Council of Highland
Monday, February 01, 2016**

The regular study session of the Twenty-Eighth Town Council of the Town of Highland was convened at the regular place, the Highland Municipal, 3333 Ridge Road, Highland, Indiana, in the upper meeting chambers on **Monday, February 01, 2016** at the time of 7:11 o'clock p.m.

Silent Roll Call: Councilors Bernie Zemen, Mark A. Herak, Dan Vassar and Konnie Kuiper were present. Councilor Steve Wagner was absent with notice. A quorum was attained. The Clerk-Treasurer Michael W. Griffin was present to memorialize the proceedings.

Also present: Cecile Petro, Redevelopment Director; Greg Kuzmar, Redevelopment Commissioner; Randy Bowman, Electrical Code Inspector; and Ed Dabrowski, IT Consultant (Contract) were also present.

General Substance of Matters Discussed or Proposed

1. *Review of Workers Compensation Insurance and Group Dental Insurance for workforce.* Thomas Brown of the Brown Insurance Agency, offered an overview of the renewals for Workers Compensation, with the Indiana Public Employers Plan (IPEP) and the group dental plan offered by United Health Care, Inc.

It was noted that there had been an understatement for the estimated payroll, which required an adjustment that would be exhibited in the premium renewal for FY 2016. \$106, 130 as the annual premium represented a 15% increase over the prior annual premium plus the midterm adjustment.

Mr. Brown also reported that the United Health Care Dental Plan was not experiencing an increase, and the premiums would remain \$37.04 for individual employer per month and \$107.53 per month for all other workers.

The renewals would be place on the agenda for Monday February 8, 2016. Mr. Brown departed at this time.

2. *Discussion with he Redevelopment Director the Disposition of the Current Tax Abatements .* The Redevelopment Director and the Town Council discussed and reviewed the compliance with the statement of benefits of the five renewing tax abatements clients and the one first time client. The Redevelopment Director recommended finding all of the following to be in compliance.

- **Compliance with the Statement of Benefits as filed and represented by High RE 3940, LLC d.b.a., Culver's 3950 Ridge Road, Highland.** *At its meeting of January 30, 2012, the Highland Town Council approved this application for property tax abatement upon the increase in assessed value in consequence of construction of a new building a Culver's Restaurant 3940 and 3950 Ridge Road, for a period of time not to exceed ten (10) calendar years, according to the schedule in IC 6-1.1-12.1-4(d)(10), subject to continuing compliance with the statement of benefits, IC 6-1.1-12.1 et seq., and terms of the approving resolution. This represents the second review of compliance for this property. The Town Council conducted its first review at its meeting of March 9, 2015. The Town Council found the applicant in compliance at that meeting.*
- **Consideration of the Compliance with the Statement of Benefits as filed and represented by Baldi-Hoobay Equities Indiana LLC d.b.a., Highland Volkswagen, 9601 Indianapolis Boulevard, Highland.** *At its meeting of October 10, 2012 and confirmed at its meeting of December 10, 2012, the Highland Town Council approved this application for property tax abatement upon the increase in assessed value in consequence of construction of a new building a Volkswagen Retail Dealership, 9601,9553 and 9545 Indianapolis Boulevard, Highland, for a period of time not to exceed ten (10) calendar years, according to the schedule in IC 6-1.1-12.1-4(d)(10), subject to continuing*

compliance with the statement of benefits, IC 6-1.1-12.1 et seq., and terms of the approving resolution. This represents the second review of compliance for this property. The Town Council conducted its first review at its meeting of March 9, 2015. The Town Council found the applicant in compliance at that meeting.

- **Consideration of the Compliance with the Statement of Benefits as filed and represented by Reliable Parts (formerly Bell Parts Supply, Inc.), 2609 45th Avenue, Highland.** *At its meeting of April 28, 2008, the Highland Town Council approved Bell Parts Supply's application for property tax abatement upon the increase in assessed value in consequence of construction of a new building addition and façade improvements at 2609 Forty Fifth Street, for a period of time not to exceed ten (10) calendar years, according to the schedule in IC 6-1.1-12.1-4(d)(10), subject to continuing compliance with the statement of benefits, IC 6-1.1-12.1 et seq., and terms of the approving resolution. This represents the sixth review of compliance for this property. The Town Council conducted its first review at its meeting of February 28, 2011, its second at its meeting of February 27, 2012, its third on February 25, 2013, its fourth on February 10, 2014 and its fifth on April 13, 2015. The Town Council found the applicant in compliance at each meeting.*
 - **Consideration of the Compliance with the Statement of Benefits as filed and represented by SVT, LLC., 2244-45th Avenue, Highland.** *At its meeting of March 26, 2012, the Highland Town Council approved this application for property tax abatement upon the increase in assessed value in consequence of construction of a new building SVT, LLC Headquarters, 2244 45th Avenue, Highland, for a period of time not to exceed ten (10) calendar years, according to the schedule in IC 6-1.1-12.1-4(d)(10), subject to continuing compliance with the statement of benefits, IC 6-1.1-12.1 et seq., and terms of the approving resolution. This represents the second review of compliance for this property. The Town Council conducted its first review at its meeting of April 13, 2015. The Town Council found the applicant in compliance at that meeting.*
 - **Consideration of the Compliance with the Statement of Benefits as filed and represented by Druktenis Realty, LP dba CIRCLE GMC/BUICK, 2440-45th Avenue, Highland.** *At its meeting of July 19, 2010, the Highland Town Council approved this application for property tax abatement upon the increase in assessed value in consequence of conversion of existing building Circle GMC/Buick, 2404 45th Avenue, Highland, for a period of time not to exceed ten (10) calendar years, according to the schedule in IC 6-1.1-12.1-4(d)(10), subject to continuing compliance with the statement of benefits, IC 6-1.1-12.1 et seq., and terms of the approving resolution. This represents the second review of compliance for this property. The Town Council conducted its first review at its meeting of April 13, 2015. The Town Council found the applicant in compliance at that meeting.*
 - **Consideration of the Compliance with the Statement of Benefits as filed and represented by Demand Real Results, LLC, dba SAFETY TRAINING SERVICES, INC., 8516 Henry Street, Highland.** *At its meeting of September 8, 2014, the Highland Town Council approved this application for **property tax abatement** upon the increase in assessed value in consequence of conversion of existing vacant building located at 8516 Henry Street, Highland, for a period of time **not to exceed ten (10) calendar years**, according to the schedule in IC 6-1.1-12.1-4(d)(10), subject to continuing compliance with the statement of benefits, IC 6-1.1-12.1 et seq., and terms of the approving resolution. This represents **the FIRST** review of compliance for this property.*
3. *Discussion regarding matters associated with the Town Theatre Project.* The Town Council discussed with the Redevelopment Director and Mr. Kuzmar the steps taken to make the current unsafe structure safer. Mr. Kuzmar described and discussed with the Town Council the steps to shore up the walls of the Town Theatre and the several Trusses holding up the roof.
- Councilor Kuiper inquired regarding the total costs expended upon the Town Theatre to shore it up. There was an extended colloquy between and among the Town Councilors, the Redevelopment Director and Mr. Kuzmar of the Redevelopment Commission regarding costs, the shoring up's value whether the building would be razed or reconstructed.
4. *Discussion regarding invitation by the Lake County Housing Task Force for Highland to participate on the County Land Bank Initiative.* The Redevelopment Director reviewed a letter dated December 11, 2015 from the Board Chairs of the Lake County Housing Task Force to consider participating and making an appointment to the

board forming to establish a non-profit to form and operate a land bank. The Town Council and Clerk-Treasurer discussed the merits of participating and if electing to participate, the prospective appointments to such a board, including considering the appointment of the Redevelopment Director or the Building Commissioner, Mr. Kenneth Mika.

5. *Discussion regarding Renewing a no fee agreement with CGI Communications to have a link on the Town of Highland Website.* The Town Council and the Redevelopment Director discussed with the Town Council the renewing of the no-fee agreement with CGI to develop video content promoting the Town of Highland as a positive place for investment and to live. The Council offered no resistance to the idea. It could be placed on the agenda of the Town Council meeting for Monday, February 8, 2016.
6. *Authorization for Purchasing New Computers for the Police Department.* The IT Contractor Consultant inquired about placing on the agenda of the imminent plenary business meeting the authorization for the purchase of 15 Dell Computers, associated monitors and an additional 10 monitors to be used for the Police Department.

It was noted that Decatur, Indiana had a video promoting its community. The Redevelopment Director exhibited on the municipal laptop for the Council to view.

7. *Discussion related to the re-establishment of the Cumulative Capital Development Fund.* The Town Council and the Town Clerk-Treasurer discussed the merits of re-establishing the Municipal Cumulative Capital Development Fund, in order to forefend the effects of the reassessment downward adjustment on the cumulative capital development levy, and the fact that the municipality could now qualify for the .0500 per \$100 dollars of assessed valuation tax rate rather than the current .0400 rate currently authorized. It was noted that the process required a public hearing and a filing with the Department of Local Government Finance and all had to be completed before August 2 of the current year to be effective in FY 2017. There was no objection exhibited by any councilor.
8. *Board and Commission Appointments Still Pending.* The Town Council President, the Town Council and the Clerk-Treasurer reviewed the list of remaining positions that required appointment.

There being no further business necessary or desired to be discussed by the Town Council, the regular study session of the Town Council of **Monday, February 01, 2016**, was adjourned at 8:25 o'clock p.m.

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO
Clerk-Treasurer